**SECURITY DEPOSIT NON-RETURN LETTER**

**Date:**

**Name of Tenant(s):**

**For Address:**

This letter serves as a statement for your security deposit of $ \_\_\_\_\_\_\_\_\_\_\_ for the rental unit located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the lease period of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

It has been determined that the cost of property damage or unpaid rent exceeds the deposit amount. Deductions totaling $ \_\_\_\_\_\_\_\_\_\_\_ are as follows:

| Deduction Reason | Cost |
| --- | --- |
|  |  |
|  |  |
|  |  |

As a result, your security deposit will not be refunded. Attached are the itemized deductions and relevant documentation for your reference.

Sincerely,